

Montana Department of Public Health & Human Services	Section: <b>Working Caretaker Relative Child Care</b>
<b>CHILD CARE</b>	Subject: <b>OPA &amp; CCR&amp;R Coordination</b>

**Supersedes:** New

**References:** 52-2-701 – 704 & 52-2-711 – 713 MCA  
Sections 37.80.101-103, 37.80.201-202, 37.80.205-206, 37.80.301-302,  
37.80.305-306, 37.80.315-316, 37.80.501 ARM  
45 CFR Part 98.20 – 47

### **General Rule**

This program is to support the cost of child care for working caretaker relatives participating in the child-only TANF cash assistance program administered by the State of Montana. The working caretaker relative must contact their OPA Case Manager to arrange for a Best Beginnings Child Care Scholarship when work activities require child care. The OPA Case Manager makes an electronic referral to the Child Care Resource & Referral (CCR&R) agency (DPHHS – HCS-052) and the Best Beginnings Child Care Scholarship application (DPHHS-HCS/CC-150) will be available to each child-only TANF cash assistance program participant in each local OPA office. Child Care assistance will not start until an electronic referral form is received at the local Child Care Resource and Referral Agency.

The Best Beginnings Child Care Scholarship may begin on the date the CCR&R receives the electronic referral form. The applicant then has 30 days from the date of the OPA referral to submit a completed Best Beginnings Child Care Scholarship application to the CCR&R.

The CCR&R issues the Child Care Certification Plan based on the caretaker relative's work schedule that requires child care. Care is only provided for the child who the child only TANF is matched to.

### **Application & CCUBS Processing**

A caretaker relative participating in the child-only TANF cash program completes the Best Beginnings Child Care Scholarship application and work verification form (DPHHS – HCS/CC-150). The application notifies the family of their rights and responsibilities.

The application must be completed and submitted to the CCR&R within 30 days of the child care referral by the OPA Case Manager or the case will be

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closed.

**Qualifying  
Families &  
Children  
Participating in  
child-only TANF  
cash**

Caretaker relatives who need child care for work activities are eligible for a Best Beginnings Child Care Scholarship. The caretaker relative can not be part of the TANF Cash assistance unit.

Caretaker relatives and children are subject to general eligibility requirements, as outlined in Child Eligibility in Section 1-6 and Parent Eligibility in Section 1-7.

**Qualified Child  
Care Provider**

Families receiving a Best Beginnings Child Care Scholarship must use either a licensed, registered or legally unregistered provider (LUP) approved for payment purposes, as outlined in Provider Eligibility in Section 1-8.

**OPA Refers  
Family to CCR&R**

The OPA Case Manager may refer a caretaker relative to the Child Care Resource and Referral agency while child-only TANF cash assistance benefits are authorized.

A family may need assistance in finding a child care provider. In these situations, the OPA Case Manager may request the family to contact the CCR&R to receive a listing of possible child care providers.

If a child care scholarship is recommended, the OPA Case Manager refers the family using an electronic referral form (DPHHS – HCS-052) to the CCR&R:

- ☐ The referral for child care is e-mailed to the CCR&R.
- ☐ The CCR&R must print a copy for file.
- ☐ The OPA Case Manager will assist the caretaker relative by providing the Best Beginnings Child Care Scholarship application in their office.

Coordinate services:

- ☐ The OPA Case Manager interviews the family and determines if the caretaker relative is eligible for child care assistance:

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- ❑ When a need for child care has been determined, the OPA Case Manager shall e-mail the referral form (DPHHS – HCS-052) to the CCR&R Eligibility Specialist.
- ❑ Caretaker relative child-only TANF cash assistance participants may be responsible for the cost of child care that is used for activities not related to work. If child care is used for activities not related to the work schedule, the caretaker relative may have an overpayment. The CCR&R will process the overpayment.
- ⇒ The CCR&R enters the case into CCUBS upon receiving a referral from the OPA Case Manager.
- ⇒ The CCR&R uses the TEAMS Person ID# on the CCUBS 'TEAMS Person Information' interface to gather basic demographic information, such as their mailing address.
- ⇒ The CCR&R uses the Head of Household's address for the Mailing Address of the family in CCUBS.
- ⇒ The CCR&R interviews the family and reviews the work schedule to determine the need for child care in establishing the certification plan.
- ⇒ If the family decides to use a legally unregistered provider, the CCR&R processes the LUP application.
- ⇒ The CCR&R issues a child care certification plan for six months based on the caretaker relative's work schedule plus time for travel.
- ⇒ The CCR&R Eligibility Specialist will close the Best Beginnings Child Care Scholarship if the family no longer needs child care to perform work activities, the family has not paid their co-payment, or their child-only TANF closes.

**Re-certifying  
Child Care for  
child-only TANF  
Participants**

A re-certification reminder is mailed to the family six weeks before their child care certification plan expires.

NOTE: If the certification plan is less than six weeks, CCUBS may not automatically generate a re-certification reminder. The CCR&R is responsible for generating appropriate notices for the parent and the provider.

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### **Family Loses Eligibility**

Families may lose eligibility during a child care certification plan. The CCR&R will evaluate the circumstances in an effort to offer continuity of care for the child and family, as outlined in Continuity of Care in Section 6-6. The family loses Best Beginning Child Care Scholarship eligibility if:

- ☐ They lose eligibility for child-only TANF;
- ☐ They fail to pay the required co-payment fees within the month due;
- ☐ There is no qualifying child in the home; or
- ☐ There is no longer a need for child care during work activities.

### **Loss of child-only TANF Cash Eligibility**

The CCR&R Eligibility Specialist will receive a notification from the OPA Case Manager and will:

- ⇒ End-date the certification plan concurrent with the end of the child-only TANF Cash benefit month, or before, if warranted.
- ⇒ Evaluate eligibility for Non-TANF Best Beginnings Child Care Scholarship.
- ⇒ Notify the parent and provider if child care will end before the certification plan expires.
- ⇒ Case note the closure reason.
- ⇒ Case note the assessment leading to the closure, when the family no longer needs care to continue work activities.

### **Co-payment Requirement**

Each family receiving a Best Beginnings Child Care Scholarship is required to contribute toward the cost of the child care scholarship based on the caretaker relative's eligibility for the program. Caretaker relatives eligible for child-only TANF Cash benefits have a \$10 monthly co-payment.